**Emergency Action Plan for Westfield State University Athletic Training**

**Emergency Personnel:**

**Certified Athletic Trainer:**
At least one certified athletic trainer and athletic training student(s) on site for practice and competitions; other certified athletic trainer is accessible in the main athletic training facility in the Woodward Center.

**First Responder/First Aider:**
If a certified athletic trainer is unavailable, an athletic training student or an individual who is First Aid and CPR/AED certified can act as a first responder. According to a rule change in 2009, the NCAA now requires all head coaches to be First Aid and CPR/AED certified.

Roles of a First Responder:
- Immediate care of the injured or ill student athlete
- Emergency equipment retrieval
- Activation of EMS by calling Public Safety

**Emergency Equipment:**
Supplies (trauma kit, bag mask, full spine board, scoop stretcher, vacuum splints, SAM splints, etc.) are located in the storage room of the athletic training room. This and any other emergency equipment such as and AED, kit, water, ice and a radio will be available as necessary at practice or competition sites. There are 3 AED’s available in the athletic training room to be distributed out to practices and events as well as one AED in the Woodward Center on the first floor behind the front desk.

**Medical Emergency Care:**
For all on campus athletic activities, medical emergency response should be as follows:
- Determine that medical transport is required for injured or ill student athlete, spectator, or staff member
- Switch radio to channel 1
- Press call switch on side of radio
- Call “athletic department to public safety”
- Release talk switch
- After reply, depress talk switch again
- Identify yourself
- Request and ambulance
- Describe the injury
- Describe the location of the injured person
- Direct ambulance to correct door or access gate as described in EAP
- Release talk switch
- **DO NOT UNDER ANY CIRCUMSTANCE IDENTIFY THE INDIVIDUAL WHO NEEDS MEDICAL ATTENTION BY NAME. THIS IS A VIOLATION OF PRIVACY PRACTICES.**
If a properly functioning radio is unavailable, instruct a member of the athletic training staff (including students), staff member, coach, teammate, or bystander to the nearest phone to call public safety at x-5262. If you are not on campus, follow the directions in the appropriate section of the EAP.

Continue Emergency Care

- Send someone to the closest street entrance as noted below to direct the ambulance to the proper access point
- Record as much information regarding the patient and his/her conditions as you can. Be prepared to provide this information to EMS personnel and WSC Public Safety
- Consult the athletes Insurance Information and Emergency Contact Information sheet.
- If Campus Police has been evacuated, make certain that an Athletic Dept. staff person is aware of the situation.
- Make arrangements for someone; yourself, Athletic Dept. Staff, parent, coach, roommate, friend, or other to go to the hospital to assist with later needs.

Medical Non-Emergency Options

Direct patient to Athletic Training Room in Woodward Center (x5418, 8270, 8220)
Direct patient to WSU Health Services in Scanlon Hall (x- 5415)
Direct patient to Baystate Noble Hospital Outpatient Dept. (562-2811)

Personal vehicles should not be used for transport to the hospital unless the patient is ambulatory and exhibits a normal level of consciousness. Use of personal vehicles is not recommended.

Location: Woodward Center

Emergency Phone Locations: Athletic Training Center (Room 114)
Building Supervisors Office (Room 204)
Night and Weekend Supervisors Office (Room 118)
Maintainers Office (Room 206)

Emergency Medical Access:
Use the front entrance for patients located in: First Court or bleachers
Fitness Room or Main Bathroom
Student lounge or Conference Room
All 2nd floor classrooms, labs, offices
(Elevator located in main hallway on the right just past gym entry doors.)

Use the rear entrance for patients located in: All Locker Rooms
Rubber floor area of field house
Climbing Wall

Use separate west entrance for the Athletic Training Center & Equipment Room
**Location: Athletic Fields**

Emergency Phone Locations: Field Entrance Storage Building- Emergency Phone  
Campus Emergency Phone between the Softball  
Field and the Practice Field  
In Woodward Center:  
Athletic Training Center (Room 114)  
Building Supervisors Office (Room 204)  
Night and Weekend Supervisors Office (Room 118)  
Maintainers Office (Room 206)  

All active game/ practice areas at the field should have an Athletic Dept. radio available with the ATC, athletic staff member, or ATS on duty. This is the preferred method of communication. Radios should be set to channel 4 for Athletic Dept communication.

For Alumni Field accidents, direct the ambulance to the closest and/or least congested gate. During some games, the main entrance may be too congested with spectators and vehicles to allow prompt, safe access. Choose on of the other three gates and send someone to assure that it is unlocked. Remember, no full size vehicles are allowed on the track or turf! Golf carts only!

Designate a person to meet the ambulance at the Western Ave entrance and to direct the ambulance to the proper field access point.

For injuries at the Baseball and Softball fields or the football practice field, an ambulance may come as close as necessary, even directly onto the field. Gates should be unlocked prior to games but left closed. No parking is allowed in gate areas.

**Location: Parenzo Gymnasium**

Emergency Phone Locations:  
Campus Emergency Phone outside Gym Lobby (by central receiving door)  
Campus Information kiosk (near Dining Hall)  
Parenzo Hall Lobby (by campus entrance)  

If the patient is on the gym floor and should not be moved, direct the ambulance to the closest door that faces the Parenzo parking lot. This would be either the lobby door or the door in the corner facing Wilson Hall.

If the patient is in the men’s locker room, the north door (rear entrance) should be used. If the patient is in the lobby, the lobby bathrooms, or in the women’s locker room, the ambulance should be directed to the lobby door.
Designate someone, preferably a staff person or student worker on duty to go outside to the Parenzo roadway to direct the ambulance to the correct door.

**Location: Ely Building Swimming Pool**

Emergency Phone Locations:  
Swimming Pool Office (x5447)  
Wellness Center Front Desk (x-5500)  
Campus Center Information Office (x5440)  
Campus Center Lobby Public Phone

For Varsity Swim Meets: Emergency Equipment should be located in a vehicle near the back entrance to the pool deck (west side). Additional water rescue equipment is available on the pool deck or in the pool office.

For pool deck accidents, an ambulance should be directed to the rear deck entrance. Access is via the Ely/Lammers Road, turn right at the power plant into the lower parking lot, then follow left and continue to the rear of the pool portion of the building. In the event of an ambulance call, someone should be sent to the intersection of Ely Road by the Power Plant to direct the ambulance to the lower parking lot. Not, this will require moving of the athletic department vehicle containing emergency equipment.

For pool balcony or Ely lounge or lobby accidents, the ambulance should be directed to the Ely Main Entrance.

For Wellness Center, Lower Lounge, Men’s and Women’s locker room accidents, the ambulance should be directed to the left loading dock entrance at the rear of Ely. Access is via the Ely/ Lammers Road, turn right at the Power Plant, in the lower parking lot, then left to the loading dock area.

**Location: Stanley Park**

Emergency Phone Locations:  
Stanly Park Office and Garage  
Stanly Park Radio Communications  
Woodward Center

For Varsity Practices held at Stanley Park

An Athletic Department radio should be available to any team practicing at Stanley Park.

For Cross Country Meets

Station- Western Ave- stone wall approx. 25 yd beyond chutes; radio, med kit, splint kit, portable tables, ice water, cups, ice with bags. Make sure that radios have be dispersed along the course with race personnel.
All emergency gear will be in a golf cart and at the station along Western Ave. Ambulance Access for the upper loops I through the gate by the Stanly Park Tennis courts. Access for the lower loop is the Handicap Access next to the bridge on Granville Rd. The bar fence must be lowered to allow access.

Athletic Trainers or first responders should attempt to locate accident site by referring to the route map and the nearest mile marker or intersection.

**Location: Amelia Park Ice Rink**

Emergency Phone Locations: Front Desk

Amelia Park has a first aid room where all medical equipment is stored. This room is located at center ice right behind the scorer’s box. The ATC should obtain a radio from the front desk. In the event of an emergency, the ATC is to call to the front desk or an available worker to call for an ambulance. Amelia park personnel will be directed to stand at the ice resurfacer entrance to direct the ambulance to the proper location. Please note that Westfield State University radios do not have enough range to communicate from Amelia Park to the WSU campus. This is the only site that you will not call Public Safety for an ambulance. If Amelia Park staff is unavailable, call 911.